

**NORTHWEST IOWA PLANNING AND
DEVELOPMENT COMMISSION
FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION
SCHEDULE OF FINDINGS
JUNE 30, 2014**

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Independent Auditors' Report

To the Board of Directors of
Northwest Iowa Planning and Development Commission
Spencer, IA 51301

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of Northwest Iowa Planning and Development Commission, Spencer, Iowa, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

As more fully described in Note 7, the Commission's footnotes to the financial statements do not disclose the net annual required contribution for other postemployment benefits (OPEB), or the OPEB net obligation as required by GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions*. The effect of this departure from accounting principles generally accepted in the United States of America on the financial statements of Northwest Iowa Planning and Development Commission is not reasonably determinable.

Emphasis of Matter

In fiscal year 2014, the District adopted new accounting guidance, GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*. Our opinion is not modified with respect to this matter.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Northwest Iowa Planning and Development Commission as of June 30, 2014, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 3 through 5 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Northwest Iowa Planning and Development Commission's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is not a required part of the financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards general accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 7, 2014, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

Williams + Company, P.C.
Certified Public Accountants

Spencer, Iowa
November 7, 2014

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION (NWIPDC) MANAGEMENT'S DISCUSSION AND ANALYSIS

Northwest Iowa Planning and Development Commission (NWIPDC) is a membership-supported organization of local governmental bodies in the Northwest Iowa counties of Buena Vista, Clay, Dickinson, Emmet, Kossuth (Workforces Investment Act only), Lyon, O'Brien, Osceola, Palo Alto, and Sioux. NWIPDC's purpose is to provide technical, planning, and developmental assistance to local governments that comprise its respective region. The regional planning effort facilitated by NWIPDC has led to economics of scale, greater efficiencies, and more uniformity in the delivery of services throughout the region than would be experienced individually, which is the premise of regional service delivery.

As management of NWIPDC, we offer a narrative overview and analysis of the financial activities for the year ended June 30, 2014. We also address significant known or anticipated events, conditions, trends, and contingencies that affect the agency going forward. The financial statements of NWIPDC consist of the operations of Northwest Iowa Planning and Development Commission and of the Workforce Investment Act (WIA) programs administered by NWIPDC. Not included in this audit is the Northwest Iowa Regional Housing Trust Fund, which is a separate entity and is therefore separately audited.

FINANCIAL HIGHLIGHTS

Fiscal year 2014 saw no dramatic changes to the operations or personnel of the commission. The agency continued to provide training and employment services through the Spencer One Stop Iowa Works Office and began providing weekly WIA service to Buena Vista County through the Iowa Central Community College campus in Storm Lake. The planning division saw a general decrease in funding for 2014 due to reductions in Economic Development Administration (EDA) funding, and fewer Community Development Block Grant (CDBG) administrations. Overall, 2014 was rather static to slight less than average revenue wise.

USING THIS ANNUAL REPORT

The annual report consists of a series of financial statements and other information as follows:

- Management's Discussion and Analysis introduces the basic financial statements and provides and analytical overview of the financial activities.
- Government-wide Financial Statements consist of a Statement of Net Position and a Statement of Activities. These provide information about the activities of NWIPDC as a whole and present an overall view of the finances.
- The Fund Financial Statements tell how governmental services were financed in the short term as well as what remains for future spending.
- Notes to the Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.
- Other Supplementary Information consists of the Schedule of Expenditures of Federal Awards which provides details of various federal programs benefiting NWIPDC.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Statement of Net Position:

The total net position of NWIPDC exceeded the liabilities at June 30, 2014 by \$863,680, an increase of \$11,881 from June 30, 2013. Of total net assets, \$422,611 is unrestricted and may be used to meet NWIPDC's ongoing obligations.

	<u>June 30, 2014</u>	<u>June 30, 2013</u>	<u>Net Change</u>
Current and Other Assets	\$ 1,176,090	\$ 918,459	\$ 257,631
Capital Assets	58,170	41,657	16,513
Total Assets	<u>1,234,260</u>	<u>960,116</u>	<u>274,144</u>
Long-Term Obligations	49,871	53,787	(3,916)
Other Liabilities	308,828	42,649	266,179
Total Liabilities	<u>358,699</u>	<u>96,436</u>	<u>262,263</u>
Net Assets:			
Invested in Capital Assets			
Net of Related Debt	58,170	41,657	16,513
Restricted for EDA/RLF	294,674	273,027	21,647
Restricted for RBEG	100,106	-	100,106
Unrestricted	422,611	548,996	(126,385)
Total Net Assets	<u>\$ 875,561</u>	<u>\$ 863,680</u>	<u>\$ 11,881</u>

Statement of Activities:

- For the period ended June 30, 2014, total revenues from grants, charges for services, and general revenues were \$1,348,282. Expenses were \$1,336,401, providing an increase in net position of \$11,881.
- Total revenue decreased by 15.6% and total expenses decreased by 13.4 % from fiscal year 2013.
- Revenues from grants decreased by 14.6% from June 30, 2013 to June 30, 2014 due mainly to reductions in the EDA and a slight decrease in CDBG grant administration.
- Revenue from charges for services decreased by 17.6% from June 30, 2013 to June 30, 2014 due to decrease in requested contracts for basic services such as administration, codes, general programs and training.
- Expenses showed an overall decrease for the year because of the reduction of and non-replacement of three full-time equivalents from the previous year.

	<u>Year Ended June 30, 2014</u>	<u>Year Ended June 30, 2013</u>	<u>Net Change</u>
Revenue from Grants	\$ 832,065	\$ 974,036	\$ (141,971)
Revenue from Charges for Services	506,459	614,286	(107,827)
General Revenues	9,758	8,248	1,510
Total Revenue	<u>1,348,282</u>	<u>1,596,570</u>	<u>(248,288)</u>
Total Expenses	<u>1,336,401</u>	<u>1,543,532</u>	<u>(207,131)</u>
Change in Net Assets	<u>\$ 11,881</u>	<u>\$ 53,038</u>	<u>\$ (41,157)</u>

In fiscal year 2014, the Commission continued to provide the quality service that has been the tradition of the agency since its inception almost 40 years ago. The Workforce Investment Act Program was provided successfully through staff to 10 full counties, while they also worked to continue co-located and cooperative services at the One Stop Iowa Works Center in Spencer. Grants were slightly off during FY 2014, and the EDA planning grant was reduced by 10 percent which decreased planning revenues, but the agency did engage into new services for water trails planning and began work on another county trails group. Looking ahead at fiscal year 2015, the Commission is working to increase grant projects, strengthen its core services while solidifying its new administrative operations into more communities and counties.

ECONOMIC FACTORS

Fiscal year 2014 will show on the books as a down year financially for the agency, but staff still worked very hard to deliver services and programs to 85 communities and 10 counties, with 3 less full-time staff. Staff continued to work with communities and agencies to develop projects for the upcoming FY 2015 cycles and are very excited for the potential of more successfully funded projects in the upcoming year. In addition more requests for project administration have been made to assist two regional communities with FEMA flood projects that will begin in 2015. In addition, the regional housing trust fund will be expanding operations to include Dickinson County in the next round of funding which will add to staff's work load for this program.

Management looks forward to another year of trying to increase the role that NWIPDC plays in improving the lives of Northwest Iowans. In the year ahead, we will continue to pursue new services that meet members' needs and increase service quality and employee productivity.

This discussion and analysis attempts to provide a summary view of the 2014 fiscal year as well as some insights into management's assessment of the opportunities and challenges NWIPDC may see in the 2015 fiscal year and beyond. The reader is encouraged to review these schedules and the audit report in its entirety.

CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT

If you have questions about this report or need additional financial information, contact Ted Kourousis, Executive Director, Northwest Iowa Planning and Development Commission, 217 West 5th Street, Spencer, Iowa, 51301.

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BASIC FINANCIAL STATEMENTS

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2014

Assets

Current Assets	
Cash - Unrestricted	\$ 316,222
Cash - Restricted	65,679
Accounts Receivable:	
Grantor Agencies	273,699
Other Sources	190,572
Interest Receivable	817
Notes Receivable, Net of \$12,000 Allowance for Uncollectible Accounts	<u>46,601</u>
Total Current Assets	<u>893,590</u>
Noncurrent Assets	
Notes Receivable (Net of Current Portion)	282,500
Capital Assets, Net of Accumulated Depreciation	<u>58,170</u>
Total Noncurrent Assets	<u>340,670</u>
Total Assets	<u><u>1,234,260</u></u>

Liabilities

Current Liabilities	
Accounts Payable	138,687
Wages Payable	10,533
Compensated Absences	5,541
Unearned Revenue	<u>154,067</u>
Total Current Liabilities	<u>308,828</u>
Noncurrent Liabilities	
Compensated Absences	<u>49,871</u>
Total Noncurrent Liabilities	<u>49,871</u>
Total Liabilities	<u><u>358,699</u></u>

Net Position

Net Investment in Capital Assets	58,170
Restricted For:	
EDA/RLF Program	294,674
RBEG Program	100,106
Unrestricted	<u>422,611</u>
Total Net Position	<u><u>\$ 875,561</u></u>

See Accompanying Notes to Financial Statements

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2014**

Functions/Programs	Expenses	Program Revenues		Total
		Charges For Services	Operating Grants	
Governmental Activities:				
Administration	\$ 1,336,401	\$ 506,459	\$ 832,065	\$ 2,123
General Revenues:				
Interest Income				9,758
Total General Revenues				9,758
Change in Net Position				11,881
Net Position - Beginning				863,680
Net Position - Ending				\$ 875,561

See Accompanying Notes to Financial Statements

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
GOVERNMENTAL FUND
BALANCE SHEET
JUNE 30, 2014

Assets

Current Assets

Cash	\$ 381,901
Accounts Receivable, Grantor Agencies	
Grantor Agencies	273,699
Other Sources	190,572
Interest Receivable	817
Notes Receivable, Net of \$12,000 Allowance for Uncollectible Accounts	<u>46,601</u>
Total Current Assets	<u>893,590</u>

Noncurrent Assets

Notes Receivable	<u>282,500</u>
Total Noncurrent Assets	<u>282,500</u>

Total Assets	<u><u>1,176,090</u></u>
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Liabilities and Fund Balances

Liabilities

Accounts Payable	138,687
Wages Payable	10,533
Compensated Absences	5,541
Unearned Revenue	<u>154,067</u>
Total Liabilities	<u>308,828</u>

Deferred Inflows of Resources

Deferred Planning Revenue	<u>33,497</u>
Total Deferred Inflows of Resources	<u>33,497</u>

Fund Balances

Restricted for EDA/RLF Program	294,674
Restricted for RBEG Program	100,106
Unassigned	<u>438,985</u>
Total Fund Balances	<u>833,765</u>

Total Liabilities and Fund Balances	<u><u>\$ 1,176,090</u></u>
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See Accompanying Notes to Financial Statements

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
RECONCILIATION OF THE BALANCE SHEET
TO THE STATEMENT OF NET POSITION
GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2014**

Amounts reported for Governmental Activities in the Statement of Net Position are different because:

Total Fund Balance - Governmental Funds (page 8)	\$ 833,765
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.	58,170
Other assets are not available to pay current period expenditures and, therefore, are deferred in the governmental funds.	33,497
Compensated absences are not due and payable in the current period and therefore are not reported in the fund.	<u>(49,871)</u>
Total Net Position - Governmental Activities (page 6)	<u><u>\$ 875,561</u></u>

See Accompanying Notes to Financial Statements

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2014**

Revenues

State and Federal Grants	\$ 798,568
Public Support and Special Projects	443,700
Local Dues	62,758
Interest Income	9,758
Total Revenues	<u>1,314,784</u>

Expenditures

Salaries	677,405
Contract Labor	6,910
Employee Benefits	140,738
Payroll Taxes	50,504
Insurance	11,627
Professional Services	30,510
Dues and Subscriptions	2,688
Office Expense and Postage	21,265
Employee Training	6,027
HAZMAT Training	13,569
Miscellaneous	2,991
IT Charges	4,182
Engineering Fees	13,445
Repairs and Maintenance	3,974
Advertising	139
Telephone	7,214
Utilities	7,822
Rent	47,243
Travel and Auto	19,257
Equipment Lease	16,922
Participant Training	48,557
Participant Support	39,998
Homeland Security Expenditures	152,819
Purchase of Capital Assets	31,023
Total Expenditures	<u>1,356,829</u>

Net Change in Fund Balance (42,045)

Fund Balance at Beginning of Year 875,810

Fund Balance at End of Year \$ 833,765

See Accompanying Notes to Financial Statements

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2014**

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Net Change in Fund Balances - Total Governmental Funds (page 10)	\$ (42,045)
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Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, those costs are reported in the Statement of Net Position and are allocated over their estimated useful lives as depreciation expense in the Statement of Activities. The amounts of capital outlays and depreciation expense in the year are as follows:

Capital outlays	31,023	
Depreciation expense	<u>(14,356)</u>	16,667

Governmental Funds report only the proceeds from the sale of capital assets as revenue whereas the statement of activities reports the gain or loss on the sale or disposal of fixed assets. This is the effect on the change in net assets on the statement of activities.	(154)
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Certain revenues not collected for several months after year end are not considered available revenue and are deferred in the governmental funds.	33,497
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Compensated absences are not due and payable in the current period and therefore are not reported in the fund.	<u>3,916</u>
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Change in Net Position - Governmental Activities (page 7)	<u><u>\$ 11,881</u></u>
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NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

Note 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Northwest Iowa Planning and Development Commission (Commission) is the regional planning and intergovernmental coordination agency in the Northwest Iowa region organized in 1973 under Chapter 473A and Chapter 28E of the Iowa Code. The Commission is the regional planning and coordination agency for Buena Vista, Clay, Dickinson, Emmet, Lyon, O'Brien, Osceola, Palo Alto, and Sioux counties of Iowa.

A. Reporting Entity

For financial reporting purposes, the Commission has included all funds, organizations, agencies, boards, commissions and authorities. The Commission has also considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the Commission are such that exclusion would cause the Commission's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the Commission to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on the Commission. The Commission has no component units which meet the Governmental Accounting Standards Board criteria.

B. Basis of Presentation

Government-wide financial statements – The Statement of Net Position and the Statement of Activities report information on all the activities of the Commission, and is reported on a full accrual, economic resource basis.

The Statement of Net Position presents the Commission's assets and liabilities, with the difference reported as net position. Net position is reported in three categories:

- ***Net Investment in Capital Assets*** consists of capital assets, net of accumulated depreciation and reduced by outstanding balances for bonds, notes, and other debt that are attributed to the acquisition, construction, or improvement of those assets, if applicable.
- ***Restricted Net Position*** results when constraints placed on net position use are either externally imposed or imposed by law through constitutional provisions or enabling legislation.
- ***Unrestricted Net Position*** consists of net position that does not meet the definition of the two preceding categories. Unrestricted net position often has constraints on resources that are imposed by management, but can be removed or modified.

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

Note 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants or contributions restricted to meeting the operational or capital requirements of a particular function. Other items not properly included among program receipts are reported instead as general revenues.

The Commission reports the following major governmental fund:

- The **General Fund** is the general operating fund of the Commission. All general revenues and other revenues that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. From the fund are paid the general operating expenditures, fixed charges, and capital improvement costs. Currently the Commission does not utilize any other funds.

C. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been satisfied.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers revenues to be available if they are collected within 60 days after year end.

Intergovernmental revenues (shared revenues, grants and reimbursements from other governments) and interest associated with the current fiscal period are all considered to be susceptible to accrual. All other revenue items are considered to be measurable and available only when cash is received by the Commission.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, compensated absences are recorded as expenditures only when payment is due. Capital asset acquisitions are reported as expenditures in governmental funds.

When an expenditure is incurred in governmental funds which can be paid using either restricted or unrestricted resources, the Commission's policy is generally to first apply the expenditure toward restricted fund balance and then to applicable less-restrictive classifications – committed, assigned and then unassigned fund balances.

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

Note 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Under terms of grant agreements, the Commission funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net positions available to finance the program. It is the Commission's policy to first apply cost-reimbursement grant resources to such programs, followed by general revenues.

D. Indirect Expense Allocation

Expenses relating to the administration of the Commission in general are allocated to the specific program grants based upon actual time spent (salaries, benefits, etc.), or some other equitable basis depending upon the nature of the expenditure.

E. Assets, Liabilities, Deferred Inflows of Resources and Fund Equity

The following accounting policies are followed in preparing the financial statements:

Cash - Cash balances are pooled and invested.

Notes Receivable – The Commission utilizes the allowance method for accounting for uncollectible accounts. At June 30, 2014, the allowance for doubtful accounts totaled \$12,000. No finance charges are added to unpaid balances.

Capital Assets - Capital assets, which include property, equipment, and vehicles, are reported in the government-wide Statement of Net Position. Capital assets are recorded at historical cost if purchased or constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets are depreciated using the straight line method of depreciation over the following estimated useful lives:

Computers	5 years
Furniture and Equipment	5 - 10 years

Compensated Absences – Commission employees accumulate a limited amount of earned but unused vacation and sick leave hours for subsequent use or for payment under applicable circumstances.

Unused accumulated vacation hours are payable to employees upon termination, retirement, or death. A liability is recorded in the government-wide financial statements when incurred.

Unused sick leave hours are only paid upon retirement. Therefore, a liability is recorded in the government-wide financial statements only when it relates to subsequent retirement payments made. Accumulated unused sick leave at June 30, 2014 totaled \$138,675 and has not been recorded since the amount which may be required to be paid upon an employee's subsequent retirement cannot be determined. The compensated absences liability has been computed based on rates of pay in effect at June 30, 2014.

Unearned Revenue – When assets are recognized in connection with a transaction before the earning process is complete, those assets must be offset by a corresponding liability for unearned revenue. Unearned revenue consists of unspent programming proceeds.

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014**

Note 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Deferred Inflows of Resources – Although certain revenues are measurable, they are not available. Available means collected within the current year or expected to be collected soon enough thereafter to be used to pay liabilities of the current year. Deferred inflows of resources in the governmental fund financial statements represent the amount of assets that have been recognized, but the related revenue has not been recognized since the assets are not collected within the current year or expected to be collected soon enough thereafter to be used to pay liabilities of the current year. Deferred inflows of resources consist of other receivables not collected within sixty days after year end.

Fund Equity - In the governmental fund financial statements, fund balances are classified as follows:

- Restricted – Amounts restricted to specific purposes when constraints placed the use of the resources are either externally imposed by creditors, grantors or state or federal laws or imposed by law through constitutional provisions or enabling legislation.
- Unassigned – All amounts not included in other spendable classifications.

F. Budgets and Budgetary Accounting

The budgetary comparison and related disclosures are not reported as Required Supplementary Information. As there is no legal requirement to adopt a budget, this comparison and disclosure are not required.

Note 2 – CASH

The Commission's deposits at June 30, 2014 were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to insure there will be no loss of public funds.

The Commission is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the Board of Directors; prime eligible bankers' acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; and certain joint investment trusts and warrants or improvement certificates of a drainage district.

Interest rate risk – The Commission's investment policy limits the investment of operating funds (funds expected to be expected in the current year or within 15 months of receipt) to instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 365 days, but the maturities shall be consistent with the needs and use of the Commission.

There were no investments at June 30, 2014.

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

Note 3 – CAPITAL ASSETS

A summary of changes in property and equipment comprising capital assets for the year ended June 30, 2014 is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital Assets Being Depreciated				
Furniture and Fixtures	\$ 139,574	\$ 31,023	\$ (21,554)	\$ 149,043
Accumulated Depreciation	(97,917)	(14,356)	21,400	(90,873)
Capital Assets, Net	<u>\$ 41,657</u>	<u>\$ 16,667</u>	<u>\$ (154)</u>	<u>\$ 58,170</u>

Note 4 – RESTRICTED NET POSITION – NOTES RECEIVABLE

The Commission administers a revolving loan fund, known as EDA-RLF, that makes loans to businesses. The loans are secured by various security agreements. Loans are subject to guidelines provided by the federal granting agency and must stimulate the local economy and encourage job creation. The initial funds were provided through a grant from the U.S. Department of Commerce, Economic Development Administration (EDA), supplemented by a local match from various regional sources. The agreement with EDA states in part that, "If EDA determines that a grant recipient is failing to meet its obligation, the Agency will assert its equitable reversionary interest in the RLF assets." At June 30, 2014, the fund has a portfolio of loans totaling \$251,101, net of a \$12,000 allowance for uncollectible accounts, resulting in a carrying value of \$239,101, and a cash balance of \$55,573. The total loans and cash balance maintained by this fund are restricted for making additional loans in the future. The loans are for a 60 month term and have various maturity dates from 2015 to 2024. Interest received on loans advanced under the EDA-RLF program can be up to five percentage points under the current prime rate, but in no case less than a base of four percent.

The Commission administers another loan program, known as the Rural Business Enterprise Grant (RBEG), that "provides grants for rural projects that finance and facilitate development of small and emerging rural businesses." The initial funds were provided through a grant from the United States Department of Agriculture. At June 30, 2014, RBEG has one loan with a carrying value of \$90,000, and a cash balance of \$10,106, maturing in 2022. The total loans and cash balance maintained by this fund are restricted for making additional loans in the future.

Note 5 – OPERATING LEASE

The Commission leases office space from Clay County. The lease is on a month-to-month basis with monthly payments of \$3,937. The Commission also has leases for a copier and a postage meter. The copier lease is with Xerox. The lease agreement is for \$547 per month plus the cost of additional copies through December 2017. The postage meter lease is with Pitney Bowes for \$46 per month. The lease runs through April 2017. For the year ended June 30, 2014, the Commission made total rental payments of \$54,361.

The following is a schedule by year of future minimum rental payments required under operating leases which have initial or remaining non-cancelable lease terms in excess of one year as of June 30, 2014:

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014**

Note 5 – OPERATING LEASE (Continued)

Year Ending June 30,	Amount
2015	54,361
2016	54,361
2017	54,361
2018	3,010
Total	<u>\$ 166,093</u>

Note 6 – PENSION AND RETIREMENT BENEFITS

The Commission contributes to the Iowa Public Employees Retirement System (IPERS) which is a cost-sharing multiple-employer defined benefit pension plan administered by the State of Iowa. IPERS provides retirement and death benefits which are established by state statute to plan members and beneficiaries. IPERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to IPERS, PO Box 9117, Des Moines, Iowa 50306-9117.

Plan members are required to contribute 5.95% of their annual covered salary and the Commission is required to contribute 8.93% of covered salary. Contribution requirements are established by state statute. The Commission's contributions to IPERS for the years ended June 30, 2014, 2013, and 2012 were \$58,743, \$71,764, and \$62,881, respectively, equal to the required contributions for each year.

Note 7 – OTHER POST EMPLOYMENT BENEFITS (OPEB)

The Commission operates a single-employer retiree benefit plan which provides medical/prescription drug benefits for retirees and their spouses at their own cost. There are 11 current employees and 0 retired members in the plan. Participants must be age 55 or older and meet certain other requirements at retirement. Benefits terminate upon attaining Medicare eligibility. Coverage is provided through a fully-insured plan. Retirees under age 65 pay the same premium for the medical/prescription drug benefit as active employees, which results in an implicit subsidy. It is anticipated that retiree premiums will be fully offset by monthly contributions.

The Commission has not disclosed the net annual required contributions for other postemployment benefits (OPEB) or the OPEB net obligation as required by GASB Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions. The amount by which this departure from accounting principles generally accepted in the United States of America would affect liabilities, net assets, and expenses is not reasonably determinable.

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014**

Note 8 – RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts, theft, damage to and destruction of assets, errors and omissions, injuries to employees, and natural disasters. These risks are covered by the purchased of commercial insurance. The Commission assumes liability for any deductibles and claims in excess of coverage limitations. Settled claims from these risks have not exceeded commercial insurance coverage in any of the preceding three fiscal years.

SUPPLEMENTARY INFORMATION

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2014**

Grantor/Program	CFDA Number	Grant or Award Number	Program Expenditures
DIRECT:			
U.S. Department of Commerce:			
Economic Development Cluster:			
Economic Adjustment Assistance	11.307	05-39-02917	230,088
Total Economic Development Cluster			230,088
Economic Development Support for Planning Organizations	11.302	05-83-04985-02	54,900
Total Direct Expenditures			284,988
INDIRECT:			
U.S. Department of Labor			
Indirect Through Iowa Workforce Development:			
Employment Service Cluster:			
Employment Service/Wagner-Peyser Funded Activities	17.207	13WPFDE005	91,670
Total Employment Service Cluster			91,670
Workforce Investment Act (WIA):			
WIA Adult Program	17.258	13W03FR0	101,247
WIA Youth Program	17.259	13W03FR0	137,851
WIA Dislocated Workers	17.278	13W03FR0	133,929
Total WIA Cluster			373,027
Total Indirect U.S. Department of Labor			464,697
U.S. Department of Transportation			
Indirect Through Iowa Department of Transportation:			
Highway Planning and Construction	20.205	14-RPA-03	64,804
Formula Grants for Rural Areas	20.509	14-RPA-03	32,804
Total Indirect U.S. Department of Health and Human Services			97,608
U.S. Department of Homeland Security:			
Indirect Through Iowa Homeland Security and Emergency Management Department:			
Homeland Security Grant Program	97.067	HSGP-11-SHSP-50	120,340
Homeland Security Grant Program	97.067	HSGP-12-SHSP-50	70,991
Total Indirect U.S. Department of Transportation			191,331
Total Indirect Expenditures			753,636
TOTAL			\$ 1,038,624

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2014**

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of Northwest Iowa Planning and Development Commission and is presented on the accrual basis of accounting. The information on this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general purpose financial statements.

Computation of CFDA Number 11.307 - Economic Adjustment Assistance

Balance of loans outstanding at June 30, 2014	\$ 251,101
Cash and Investment balance at June 30, 2014	
EDA - RLF #1	50,071
EDA - RLF #2	5,501
Administrative expenses paid out of RLF income	111
Total	<u>306,784</u>
Federal Percentage	<u>75.0%</u>
Amount included on Schedule of Expenditures of Federal Awards	<u><u>\$ 230,088</u></u>

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**Independent Auditors' Report on Internal Control over Financial Reporting
and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in Accordance with
Government Auditing Standards**

To the Board of Directors of the
Northwest Iowa Planning and Development Commission:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying financial statements of the governmental activities and the major fund of Northwest Iowa Planning and Development Commission, Spencer, Iowa as of and for the year ended June 30, 2014, which collectively comprise the Commission's basic financial statements listed in the table of contents, and have issued our report thereon dated November 7, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and is not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified a certain deficiency in internal control over financial reporting that we consider to be a material weakness.

A *deficiency in internal control* exists when the design or operation of the control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility a material misstatement of the Commission's financial statements will not be prevented or detected and corrected on a timely basis. We consider the deficiency in internal control described in Part II of the accompanying Schedule of Findings and Questioned Costs as item 14-II-A to be a material weakness in internal control over financial reporting.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws,

regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Northwest Iowa Planning and Development Commission's Response to Findings

Northwest Iowa Planning and Development Commission's responses to findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. The Commission's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of Northwest Iowa Planning and Development Commission during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

Williams & Company, P.C.

Certified Public Accountants

Spencer, Iowa
November 7, 2014

**Independent Auditors' Report on Compliance for Each
Major Program and on Internal Control over Compliance
Required by OMB Circular A-133**

To the Board of Directors of the
Northwest Iowa Planning and Development Commission:

Report on Compliance for Each Major Federal Program

We have audited Northwest Iowa Planning and Development Commission's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on its major federal programs for the year ended June 30, 2014. The Commission's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Commission's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Commission's compliance.

Opinion on Each Major Federal Program

In our opinion, Northwest Iowa Planning and Development Commission, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

Report in Internal Control Over Compliance

Management is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Commission's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Williams + Company, P.C.
Certified Public Accountants

Spencer, Iowa
November 7, 2014

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2014**

PART I – SUMMARY OF INDEPENDENT AUDITORS' RESULTS

- (A) A qualified opinion was issued on the financial statements.
- (B) A material weakness in internal control over financial reporting was disclosed by the audit of the financial statements.
- (C) The audit did not disclose any non-compliance, which is material to the financial statements.
- (D) No significant deficiencies in internal control over major programs were disclosed by the audit of the financial statements.
- (E) An unmodified opinion was issued on compliance with requirements applicable to each major program.
- (F) The audit did disclose an audit finding which is required to be reported in accordance with Office of Management and Budget Circular A-133, Section .510(a).
- (G) Major programs were as follows:
 - Workforce Investment Act Cluster:
 - CFDA Number 17.258 – WIA Adult Program
 - CFDA Number 17.259 – WIA Youth Program
 - CFDA Number 17.278 – WIA Dislocated Workers
 - Other Major Programs:
 - CFDA Number 97.067 – Homeland Security Grant Program
- (H) The dollar threshold used to distinguish between Type A and Type B programs was \$300,000.
- (I) The Commission did not qualify as a low-risk auditee.

PART II – FINDINGS RELATED TO THE FINANCIAL STATEMENTS

INSTANCES OF NON-COMPLIANCE: No matters were reported.

MATERIAL WEAKNESS:

14-II-A Financial Reporting

Criteria – The Commission is responsible for the accuracy and correct reporting of the financial statements.

Condition – During our audit, we identified material and immaterial amounts of receivables and unearned revenue not properly recorded in the Commission's financial statements. Adjustments were subsequently made by the Commission to properly include these amounts in the financial statements.

Effect – Financial statements were materially misstated.

Recommendation – The Commission should implement procedures to ensure the correct recording of receivables and unearned revenue in the Commission's financial statements.

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2014**

PART II – FINDINGS RELATED TO THE FINANCIAL STATEMENTS (Continued)

Response – The Commission will review these in the future to avoid missing any receivable or unearned revenue transactions.

Conclusion – Response accepted.

PART III – FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

INSTANCES OF NON-COMPLIANCE: No matters were reported.

SIGNIFICANT DEFICIENCIES: No matters were reported.

PART IV – OTHER FINDINGS RELATED TO REQUIRED STATUTORY REPORTING

- 14-IV-A: Questionable Disbursements – No expenditures that did not meet the requirement of public purpose as defined in an Attorney General's opinion dated April 25, 1979, were noted.
- 14-IV-B: Travel Expense – No expenditures of Northwest Iowa Planning and Development Commission were for travel expenses of spouses of Commission officials or employees.
- 14-IV-C: Business Transactions – No business transactions between the Commission and the Commission officials or employees were noted.
- 14-IV-D: Bond Coverage - Surety bond coverage of the Commission officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to insure the coverage is adequate for current operations.
- 14-IV-E: Board Minutes – No transactions were found that we believe should have been approved by the Board minutes but were not.
- 14-IV-F: Deposits and Investments – No instances of non-compliance with the deposit and investment provisions of Chapters 12B and 12C of the Code of Iowa and the Commission's investment policy were noted.
- 14-IV-G: Deficit Balances – No funds had deficit balances at June 30, 2014.